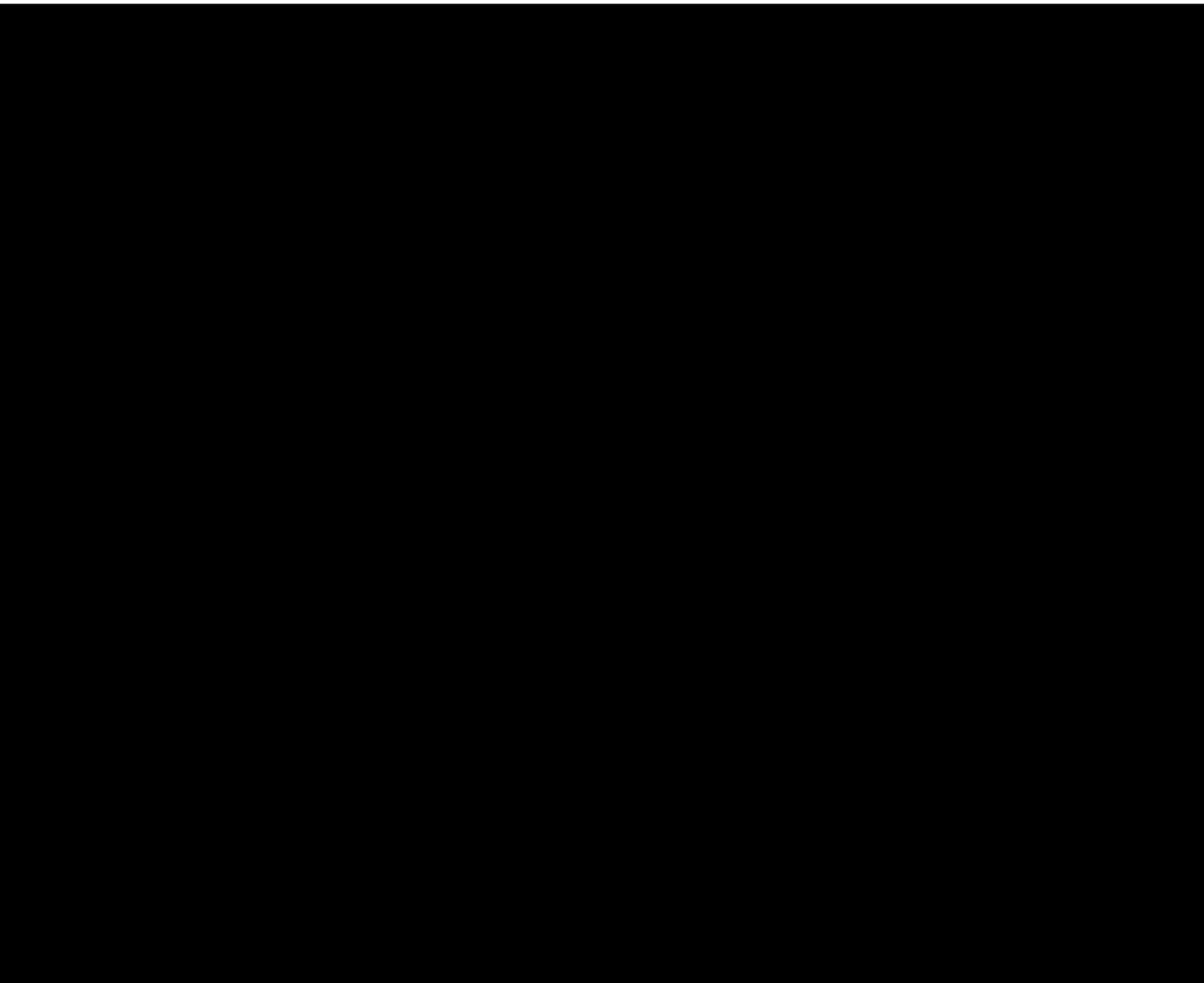


REASSIGNMENT OF RESPONSIBILITIES

OK
A reassignment and fixing of responsibility for the various personnel activities is a primary consideration in the correction of the administrative problems of this section. The present grade of the positions and the present incumbents may be a factor in determining new assignments, but should not forestall taking action, i.e., adjust the grades and make replacements, if necessary to adopt this principle of assignment of full responsibility for the various activities.

The following is a tentative outline for the delegation of personnel functions. Full responsibility should be assigned with only review, guidance, and approval retained by the supervisor. Completed staff work should be expected. This assignment of responsibility to individuals does not preclude the need for others to be knowledgeable in order to assist in times of peak loads and absences. It is to be assumed that experience under this plan will indicate a need to make some reassignment of minor responsibilities in order to even the work loads.

25



TAB C

25X1A

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